

GRAND TRAVERSE BAND OF OTTAWA AND CHIPPEWA INDIANS



Position Description

Job Title:	Early Head Start/Head Start Bus & Classroom Aide
Division:	I – Education & Human Services
Sub-Department:	Benodjenh Center
Job Class:	OH-2
Reports To:	EHS Education & Family Services Coordinator
FLSA Status:	Non-Exempt
BG Classification:	IC3
Salary Start:	\$10.40/hour
Prepared Date:	May 2005 (updated Sep 2012)

SUMMARY

Assists teachers in all educational activities of the Early Head Start or Head Start classroom. Includes, but is not limited to, lesson planning, educational activities, and recreational/playground activities. Helps maintain a clean and orderly environment. Assist with the children coming to and going home from Early Head Start/Head Start on the bus.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Possess the ability to work openly and cooperatively in a team approach.
- Must maintain professional confidentiality.
- Must be in good physical health.
- Report to work promptly as scheduled by your supervisor.
- Be in compliance with GTB reporting procedures, any Federal/State procedures and funding agency policies and procedures.
- Be in compliance with GTB Benodjenh Center Curriculum.
- Become familiar with the Early Head Start/Head Start goals and objectives and the program plan.
- Assist in all aspects of classroom operations.
- Be directly responsible to the bus driver during the bus runs, to the teachers during day to day operations and ultimately responsible to the Education Manager .
- Maintain a log of all children to be picked up and dropped off. Record any absences on the appropriate form and give to the Family and Community Partnerships Coordinator monthly.
- Assist in the supervision of the children and any volunteers on the bus.
- Assist the bus driver in conducting and documenting the required bus evacuation drills.
- Provide safety measures for children on their way to and from the bus. This includes helping children on and off the bus. Helping children buckle their seat belt, and seeing an authorized adult when dropping them off.
- Assist in the supervision of the children in the classroom.
- Assist the teachers in preparing the classroom for activities.
- Provide safety measures for children on their way to and from the playground and while on field trips, as well as in the center and outside.
- Other duties assigned by your supervisor that relate to the Educational efforts of Department

OTHER SKILLS AND ABILITIES

- Effectively communicate with children and adults in an appropriate manner.
- Willingness to learn and utilize Anishinaabe language in the classroom as well as on the bus.

- Mathematical Skills commensurate with educational skills.
- Ability to observe and evaluate children in a non-biased manner.

SUPERVISORY RESPONSIBILITIES

N/A

EDUCATION and/or EXPERIENCE

Must have High School diploma or GED. Classroom experience with infants & toddlers and/or 3-5 year old children preferred. Must obtain CPR/First Aid certification. Must obtain CDA within first two years of hire.

TYPICAL PHYSICAL DEMANDS

Work requires sitting, reaching, walking, getting up and down off the floor, and occasionally lifting birth to 5 year old children. Also requires manual dexterity to operate office equipment, keyboarding, copiers, etc.

TYPICAL MENTAL DEMANDS

Must be able to effectively handle stressful and compromising situations, while remaining focused and professional. Must be able to deal with difficult people without losing perspective. Must be able to work productively under strict time constraints with variable deadlines. Must be able to make quick, informed decisions.

WORKING CONDITIONS

Work with children and adults in a one on one or group basis. Supervise children outside, even in winter weather. Riding on a school bus for about two hours, twice a day.

COMMENTS

Native American preference will apply. Current and former Early Head Start and Head Start parents must receive preference for employment vacancies for which they are qualified. Must be willing and able to pass a background investigation and drug and alcohol urinalysis as a condition of employment. Adherence to strict company policy in regard to confidentiality is a must.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Any qualifications to be considered as equivalents in lieu of stated minimums require prior approval of the Director of Human Resources

Employee Signature

Date